

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-050 **Issue Date:** 03-15-16 **Closing Date:** 03-29-16

Bailiff-Court Clerk
Tribal Court
Department of Justice Services
Hourly Wage: \$13.87/Regular/Full-Time

Provide assistance to the Yakama Nation Tribal Courts. A major responsibility of the bailiff constitutes the maintenance of law and order and security within the court rooms during hearings. Patrol the Yakama Nation Court Building hallways and corridors for security purposes. Oversee the jurors during trials or jury selection. Greet the public upon entrance into the courthouse, and assist in directing them to appropriate court room or clerk's office. From time to time, may be required to offer court clerk duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of the Revised Yakama Code is required. Must be able to learn legal terminology, court processes/procedures and to appropriately communicate these processes/procedures to the relevant staff or the general public as necessary.
- Knowledge of and skill in defensive tactics.
- Knowledge of Yakama culture and values.
- Must have proficient computer skills and become an expert in the court's automated case management system.
- Good problem solving skills and abilities necessary.
- Ability to remain fair, consistent and timely in the performance of all duties.
- Ability to work under stressful conditions and demonstrate good morals and temperate habits. Must demonstrate professionalism at all time with good attendance.
- Must demonstrate the ability to effectively communicate and respond to staff, the judiciary, supervisor, and the public in a professional manner (in writing or verbally).
- Ability to receive verbal/written instructions necessary to prepare legal documents with a high degree of accuracy. Typing skills must be proficient and accurate.
- Ability to demonstrate and practice appropriate/proper telephone etiquette and take necessary and appropriate action.
- Ability to operate office equipment, such as telephone, fax, typewriter, copy machine and computer.
- Ability to work independently, apply leadership, good attendance, and work ethic/habits.

General Recruiting Indicators:

- A high school diploma or GED is required; must be 21 years of age (as required by the RYC) and of good moral character, Never been convicted of a felony or misdemeanor within one year to appointment.
- Physical requirement: must be in good physical and healthy condition that's appropriate as to height and weight as employee will be required to attend courses/training that entail successfully passing a physical fitness exam.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must become Court Clerk Certified and complete Advanced Court Clerk training and Certification within (1) one year of official hire; and must complete Court Management Training within (1) year of official hire.
- Required to maintain confidentiality while having knowledge and ability to apply the Freedom of Information Act and Privacy Act.